



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	III	Case Management	
Chapter:	C	Case Oversight & Management	1-1-1984
Subchapter:	8	Termination	
Issuance:	200	Referring Child or Family Out-of-State	

Referral 1-1-84

When the Local Office believes that a child, regardless of status (under supervision, not under supervision), and his parent/caregiver have moved out of county/out of state and that the child is either still at risk or may be at risk the Local Office refers the case to the appropriate Local Office or out-of-state agency. It is recognized that exact addresses are often unknown. The referring office provides as much information as available as to a possible address.

Whenever the whereabouts of the child is completely unknown, an all state alert may be made by telephoning the Interstate Services Unit.

Transfer to Another Local Office 1-1-84

See [CP&P-II-C-1-200](#) for policy and procedures for transfers between CP&P offices.

Referral to Another State 1-1-84

If it is believed that a parent/caregiver has moved out of state and that there is a need for investigation/services, the following information is provided to the appropriate out-of-state agency, listed in the Public Welfare Directory:

- names and ages of family members, if known;
- when and where the family has moved, if known;
- CP&P case status;
- the current risk to the child;
- a summary of the contacts, if any; and

- services being given, voluntary or court ordered;
- a statement that CP&P believes investigation/services needed; and
- a statement regarding the confidential nature of the information provided.

The Local Office keeps a copy in the child's case record.

Notification to the Court 1-1-84

If there is a standing order of supervision or custody, or the case is pending litigation, the court is notified of the family's change of address even if the exact address is unknown.

Procedures Related to Referring a Child/Family Who Has Moved Out of State 1-1-84

RESPONSIBILITY	ACTION REQUIRED
Worker	1. Determine that: <ul style="list-style-type: none"> • the child is still at risk or may be at risk; • investigation has not been completed; or • there is a standing order of custody or supervision.
	2. Prepare three copies of the information specified above for the out-of-state agency.
Supervisor	3. Review materials. 4. Forward materials in duplicate to the out-of-state agency with a copy for the Local Office case record.
Worker and Supervisor	5. Complete procedures outlined in CP&P-III-C-8-100 when neither the court nor CP&P has continuing authority over the child and the case is to be closed.

